

Delaware Taxpayer Portal – Correspondence

The following explains how to manage your communication preferences in the Portal, as well as where to find correspondence.

We have broken this down into the following sections:

1. Managing communication preferences
2. Viewing correspondence history
3. Viewing previously submitted returns
4. Viewing incomplete documents

In order to view and manage correspondence on the Portal, you must first be a Registered User and linked to the tax account(s) you will be filing for either as an Administrator or Authorized User. Note that many of the actions explained below will only be available for Administrator accounts.

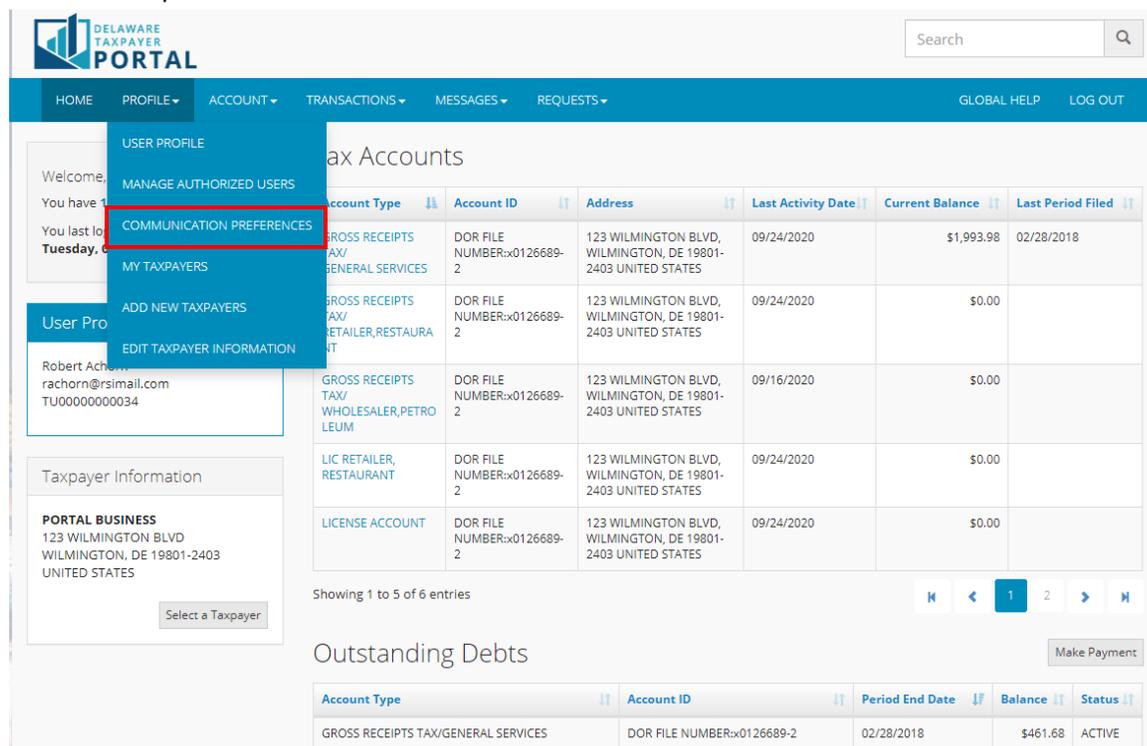
Managing Communication Preferences

Once you have made the update you will receive emails indicating that your communication preferences have been updated, indicating that you are now set to receive paperless communication.

To manage your communication preferences:

1. Navigate to the “Communication Preferences” page

After logging in to the Portal, from the “Profile” header, select “Communication Preferences” from the drop-down menu.



The screenshot shows the Delaware Taxpayer Portal interface. The 'PROFILE' dropdown menu is open, and 'COMMUNICATION PREFERENCES' is highlighted with a red box. The main content area displays 'Tax Accounts' with a table of account information.

Account Type	Account ID	Address	Last Activity Date	Current Balance	Last Period Filed
GROSS RECEIPTS TAX/ GENERAL SERVICES	DOR FILE NUMBER:x0126689-2	123 WILMINGTON BLVD, WILMINGTON, DE 19801-2403 UNITED STATES	09/24/2020	\$1,993.98	02/28/2018
GROSS RECEIPTS TAX/ RETAILER,RESTAURANT	DOR FILE NUMBER:x0126689-2	123 WILMINGTON BLVD, WILMINGTON, DE 19801-2403 UNITED STATES	09/24/2020	\$0.00	
GROSS RECEIPTS TAX/ WHOLESALER,PETROLEUM	DOR FILE NUMBER:x0126689-2	123 WILMINGTON BLVD, WILMINGTON, DE 19801-2403 UNITED STATES	09/16/2020	\$0.00	
LIC RETAILER, RESTAURANT	DOR FILE NUMBER:x0126689-2	123 WILMINGTON BLVD, WILMINGTON, DE 19801-2403 UNITED STATES	09/24/2020	\$0.00	
LICENSE ACCOUNT	DOR FILE NUMBER:x0126689-2	123 WILMINGTON BLVD, WILMINGTON, DE 19801-2403 UNITED STATES	09/24/2020	\$0.00	

Showing 1 to 5 of 6 entries

Outstanding Debts

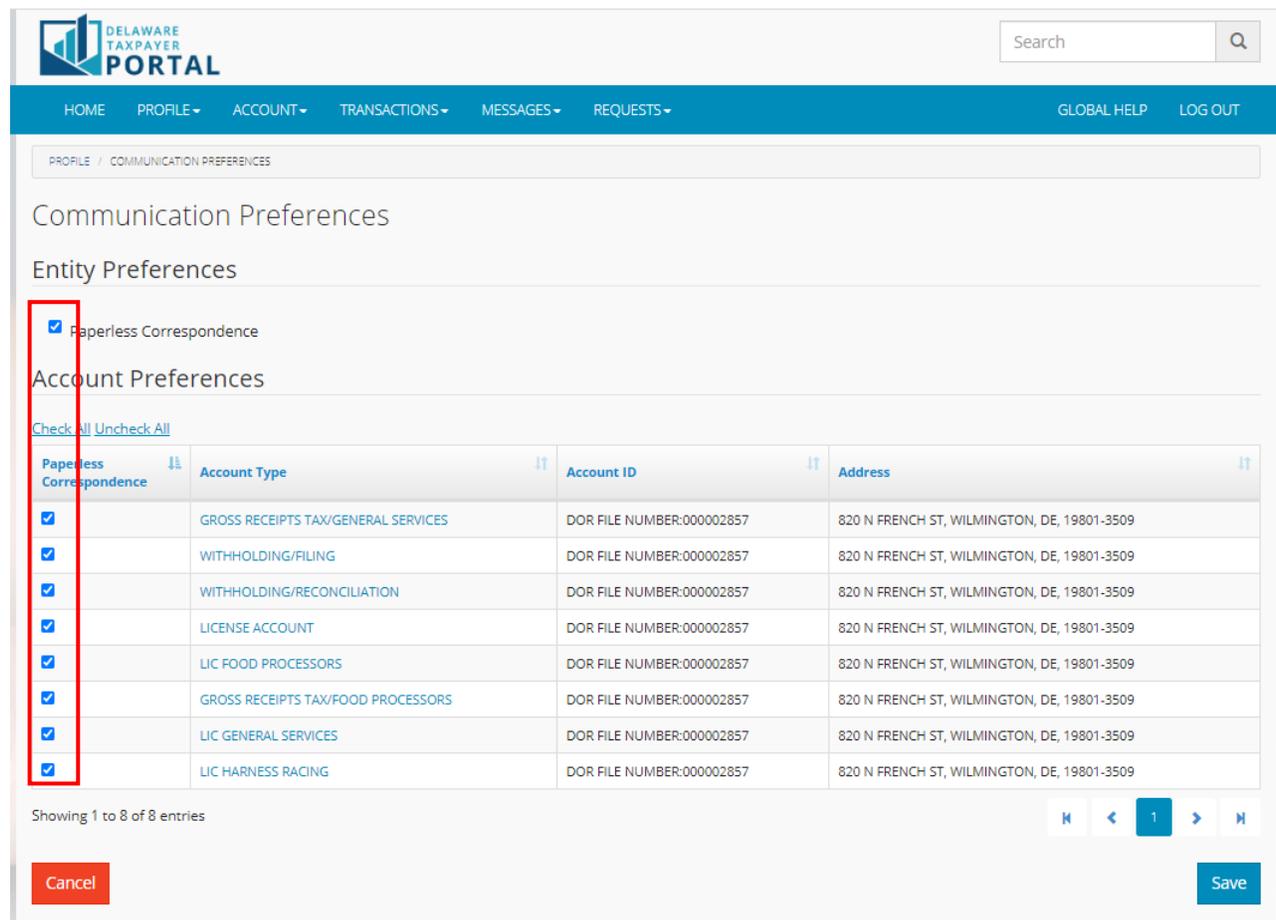
Account Type	Account ID	Period End Date	Balance	Status
GROSS RECEIPTS TAX/GENERAL SERVICES	DOR FILE NUMBER:x0126689-2	02/28/2018	\$461.68	ACTIVE

2 Manage your communication preferences

On the Communication Preferences page, you can manage your communication preferences for both the Taxpayer Entity and Account levels. All boxes will automatically be checked off to receive paperless communication initially.

If you would like to receive communication by paper, uncheck the appropriate boxes. Select “Save” to save your changes. After updating your communication preferences, you will receive confirmation in your Message inbox.

You can return to this page at any time to update your communication preferences.



DELAWARE TAXPAYER PORTAL

HOME PROFILE ACCOUNT TRANSACTIONS MESSAGES REQUESTS GLOBAL HELP LOG OUT

PROFILE / COMMUNICATION PREFERENCES

Communication Preferences

Entity Preferences

Paperless Correspondence

Account Preferences

[Check All](#) [Uncheck All](#)

Paperless Correspondence	Account Type	Account ID	Address
<input checked="" type="checkbox"/>	GROSS RECEIPTS TAX/GENERAL SERVICES	DOR FILE NUMBER:000002857	820 N FRENCH ST, WILMINGTON, DE, 19801-3509
<input checked="" type="checkbox"/>	WITHHOLDING/FILING	DOR FILE NUMBER:000002857	820 N FRENCH ST, WILMINGTON, DE, 19801-3509
<input checked="" type="checkbox"/>	WITHHOLDING/RECONCILIATION	DOR FILE NUMBER:000002857	820 N FRENCH ST, WILMINGTON, DE, 19801-3509
<input checked="" type="checkbox"/>	LICENSE ACCOUNT	DOR FILE NUMBER:000002857	820 N FRENCH ST, WILMINGTON, DE, 19801-3509
<input checked="" type="checkbox"/>	LIC FOOD PROCESSORS	DOR FILE NUMBER:000002857	820 N FRENCH ST, WILMINGTON, DE, 19801-3509
<input checked="" type="checkbox"/>	GROSS RECEIPTS TAX/FOOD PROCESSORS	DOR FILE NUMBER:000002857	820 N FRENCH ST, WILMINGTON, DE, 19801-3509
<input checked="" type="checkbox"/>	LIC GENERAL SERVICES	DOR FILE NUMBER:000002857	820 N FRENCH ST, WILMINGTON, DE, 19801-3509
<input checked="" type="checkbox"/>	LIC HARNESS RACING	DOR FILE NUMBER:000002857	820 N FRENCH ST, WILMINGTON, DE, 19801-3509

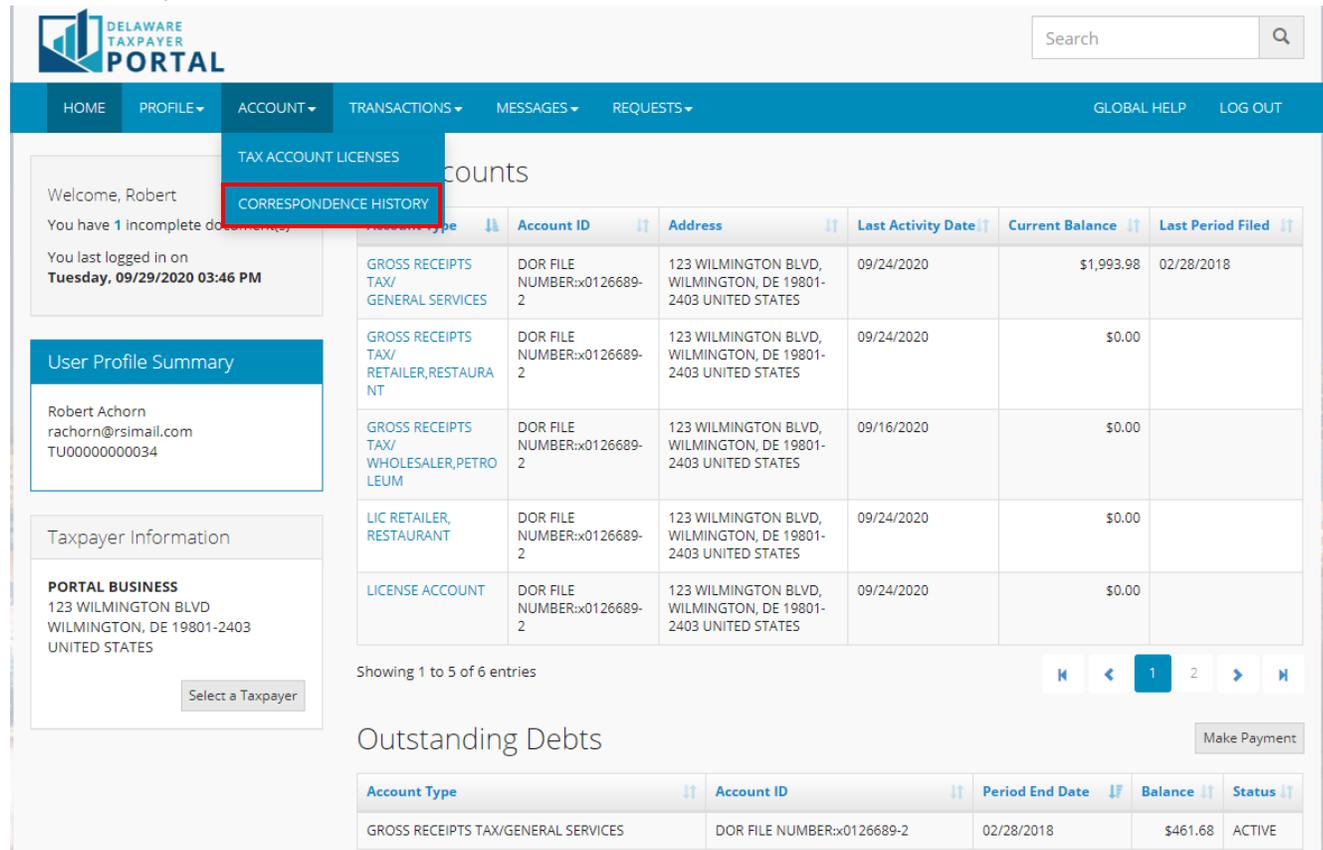
Showing 1 to 8 of 8 entries

[Cancel](#) [Save](#)

Viewing correspondence history

1 Navigate to the “Correspondence History” page

After logging in to the Portal, from the “Account” header, select “Correspondence History” from the drop-down menu.



The screenshot shows the Delaware Taxpayer Portal interface. The 'ACCOUNT' menu is open, and 'CORRESPONDENCE HISTORY' is highlighted. The main content area displays a table of accounts with columns for Account Type, Account ID, Address, Last Activity Date, Current Balance, and Last Period Filed.

Account Type	Account ID	Address	Last Activity Date	Current Balance	Last Period Filed
GROSS RECEIPTS TAX/ GENERAL SERVICES	DOR FILE NUMBER:x0126689-2	123 WILMINGTON BLVD, WILMINGTON, DE 19801-2403 UNITED STATES	09/24/2020	\$1,993.98	02/28/2018
GROSS RECEIPTS TAX/ RETAILER, RESTAURANT	DOR FILE NUMBER:x0126689-2	123 WILMINGTON BLVD, WILMINGTON, DE 19801-2403 UNITED STATES	09/24/2020	\$0.00	
GROSS RECEIPTS TAX/ WHOLESALE, PETROLEUM	DOR FILE NUMBER:x0126689-2	123 WILMINGTON BLVD, WILMINGTON, DE 19801-2403 UNITED STATES	09/16/2020	\$0.00	
LIC RETAILER, RESTAURANT	DOR FILE NUMBER:x0126689-2	123 WILMINGTON BLVD, WILMINGTON, DE 19801-2403 UNITED STATES	09/24/2020	\$0.00	
LICENSE ACCOUNT	DOR FILE NUMBER:x0126689-2	123 WILMINGTON BLVD, WILMINGTON, DE 19801-2403 UNITED STATES	09/24/2020	\$0.00	

Showing 1 to 5 of 6 entries

Outstanding Debts

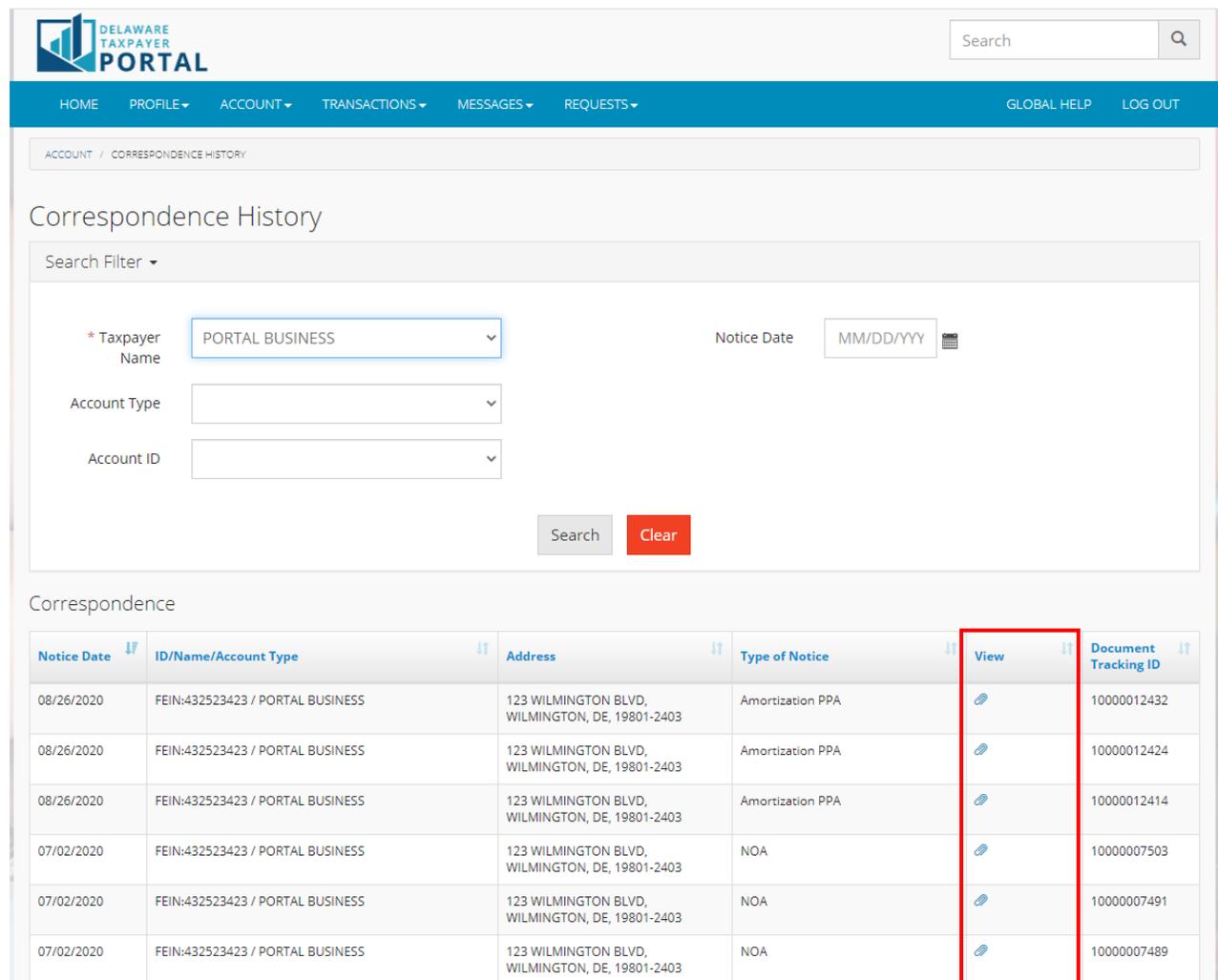
Account Type	Account ID	Period End Date	Balance	Status
GROSS RECEIPTS TAX/GENERAL SERVICES	DOR FILE NUMBER:x0126689-2	02/28/2018	\$461.68	ACTIVE

2 View correspondence history

On the Correspondence History page, you can view and search for items of correspondence received by your Taxpayer Entity.

For some notices, you may open the notice to view it. Items that can be opened for viewing are indicated by a paperclip icon in the “View” column.

When a new item of correspondence is posted to your account you will receive a notification by email and in your Message inbox.



ACCOUNT / CORRESPONDENCE HISTORY

Correspondence History

Search Filter ▾

* Taxpayer Name: PORTAL BUSINESS

Notice Date: MM/DD/YYYY

Account Type: ▾

Account ID: ▾

Search Clear

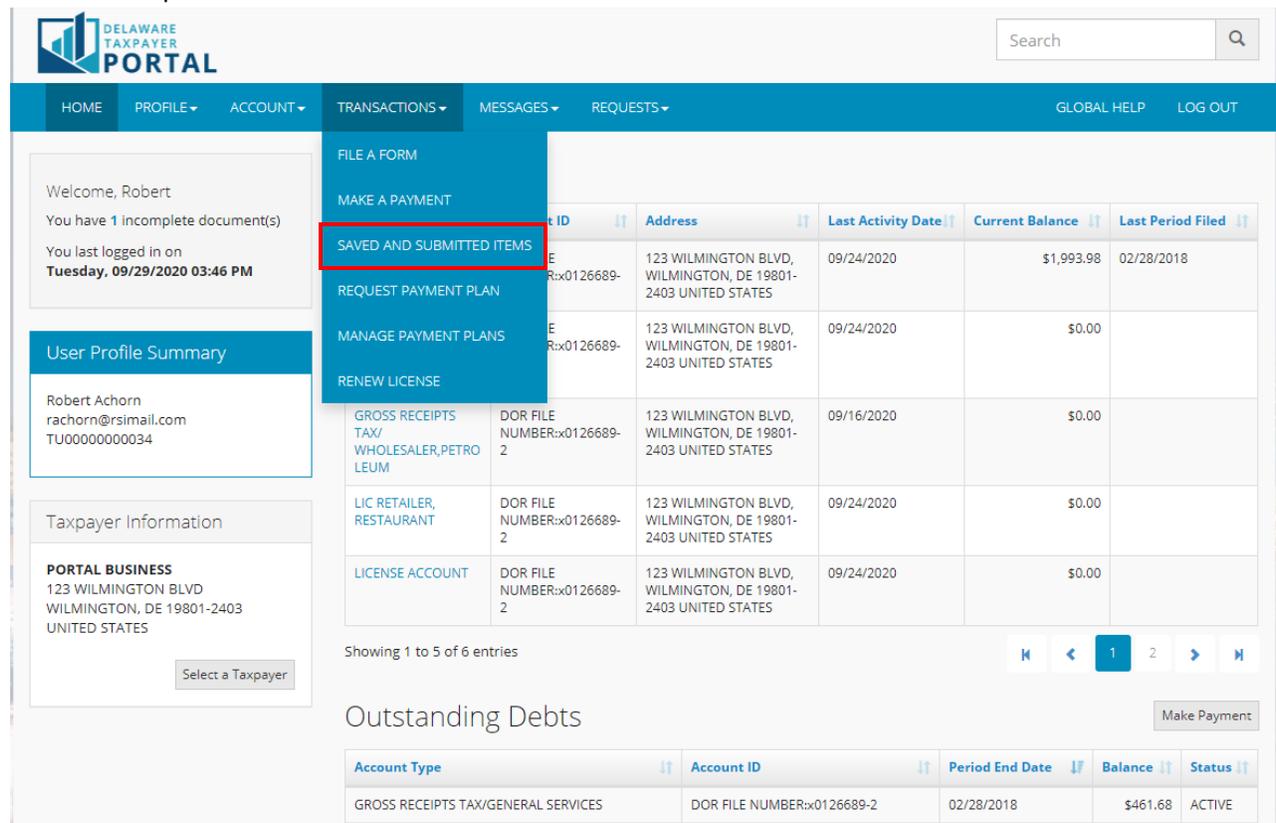
Correspondence

Notice Date	ID/Name/Account Type	Address	Type of Notice	View	Document Tracking ID
08/26/2020	FEIN:432523423 / PORTAL BUSINESS	123 WILMINGTON BLVD, WILMINGTON, DE, 19801-2403	Amortization PPA		10000012432
08/26/2020	FEIN:432523423 / PORTAL BUSINESS	123 WILMINGTON BLVD, WILMINGTON, DE, 19801-2403	Amortization PPA		10000012424
08/26/2020	FEIN:432523423 / PORTAL BUSINESS	123 WILMINGTON BLVD, WILMINGTON, DE, 19801-2403	Amortization PPA		10000012414
07/02/2020	FEIN:432523423 / PORTAL BUSINESS	123 WILMINGTON BLVD, WILMINGTON, DE, 19801-2403	NOA		10000007503
07/02/2020	FEIN:432523423 / PORTAL BUSINESS	123 WILMINGTON BLVD, WILMINGTON, DE, 19801-2403	NOA		10000007491
07/02/2020	FEIN:432523423 / PORTAL BUSINESS	123 WILMINGTON BLVD, WILMINGTON, DE, 19801-2403	NOA		10000007489

Viewing previously submitted returns

1 Navigate to the “Saved Items” page

After logging in to the Portal, from the “Transactions” header, select “Saved and Submitted Items” from the drop-down menu.



The screenshot shows the Delaware Taxpayer Portal interface. The user is logged in as Robert Achorn. The 'TRANSACTIONS' dropdown menu is open, and 'SAVED AND SUBMITTED ITEMS' is highlighted with a red box. Below the menu, a table displays transaction details for various accounts.

Account ID	Address	Last Activity Date	Current Balance	Last Period Filed
DOR FILE NUMBER:x0126689-2	123 WILMINGTON BLVD, WILMINGTON, DE 19801-2403 UNITED STATES	09/24/2020	\$1,993.98	02/28/2018
DOR FILE NUMBER:x0126689-2	123 WILMINGTON BLVD, WILMINGTON, DE 19801-2403 UNITED STATES	09/24/2020	\$0.00	
DOR FILE NUMBER:x0126689-2	123 WILMINGTON BLVD, WILMINGTON, DE 19801-2403 UNITED STATES	09/16/2020	\$0.00	
DOR FILE NUMBER:x0126689-2	123 WILMINGTON BLVD, WILMINGTON, DE 19801-2403 UNITED STATES	09/24/2020	\$0.00	
DOR FILE NUMBER:x0126689-2	123 WILMINGTON BLVD, WILMINGTON, DE 19801-2403 UNITED STATES	09/24/2020	\$0.00	

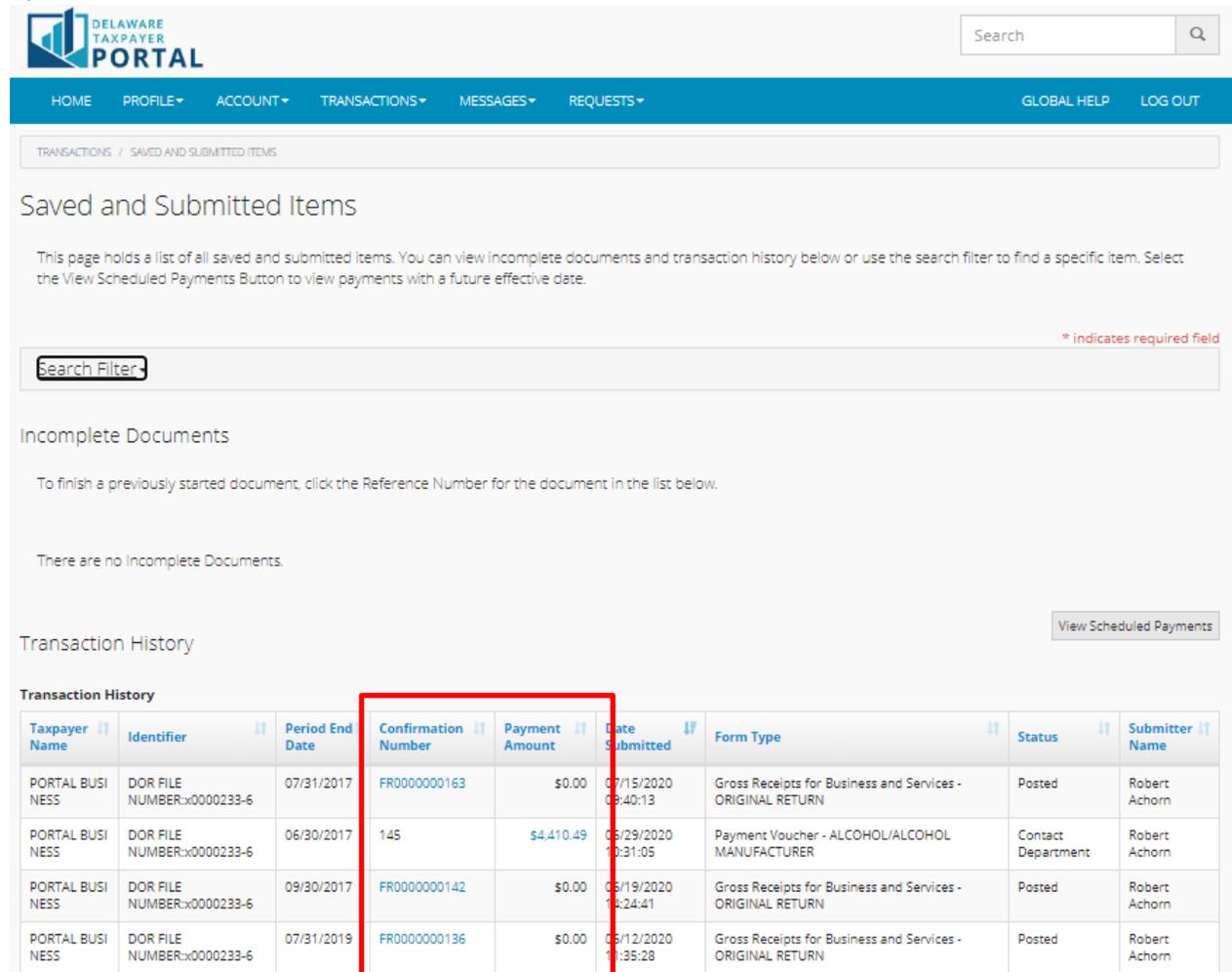
Showing 1 to 5 of 6 entries

Outstanding Debts

Account Type	Account ID	Period End Date	Balance	Status
GROSS RECEIPTS TAX/GENERAL SERVICES	DOR FILE NUMBER:x0126689-2	02/28/2018	\$461.68	ACTIVE

2 View previously submitted items in the “Transactions History” table

To view previously submitted returns and payments, scroll down to the Transaction History table. Then select the Confirmation Number (for returns) or Payment Amount (for payments) hyperlink to open the document.



DELAWARE TAXPAYER PORTAL

Search

HOME PROFILE ACCOUNT TRANSACTIONS MESSAGES REQUESTS GLOBAL HELP LOG OUT

TRANSACTIONS / SAVED AND SUBMITTED ITEMS

Saved and Submitted Items

This page holds a list of all saved and submitted items. You can view incomplete documents and transaction history below or use the search filter to find a specific item. Select the View Scheduled Payments Button to view payments with a future effective date.

* indicates required field

Search Filter

Incomplete Documents

To finish a previously started document, click the Reference Number for the document in the list below.

There are no Incomplete Documents.

View Scheduled Payments

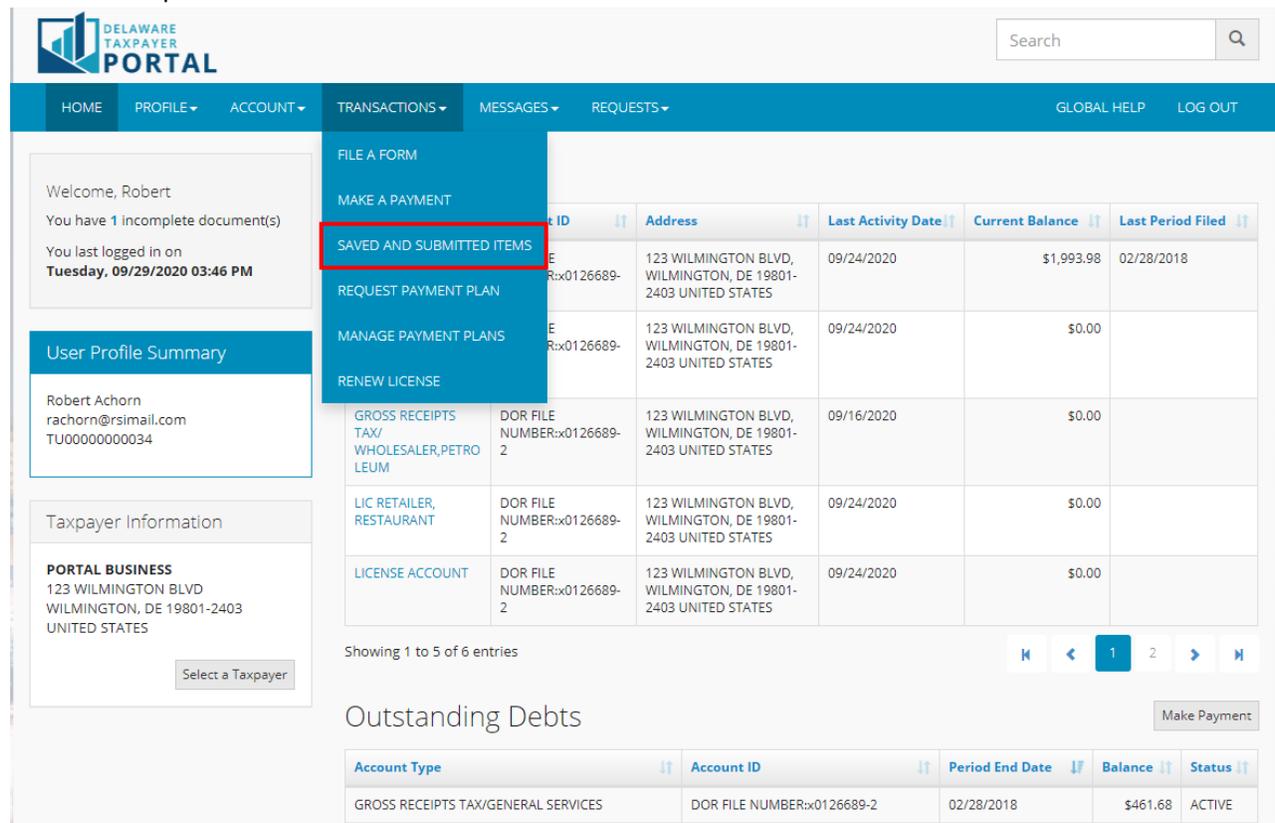
Transaction History

Taxpayer Name	Identifier	Period End Date	Confirmation Number	Payment Amount	Date Submitted	Form Type	Status	Submitter Name
PORTAL BUSINESS	DOR FILE NUMBER:x0000233-6	07/31/2017	FR0000000163	\$0.00	07/15/2020 09:40:13	Gross Receipts for Business and Services - ORIGINAL RETURN	Posted	Robert Achorn
PORTAL BUSINESS	DOR FILE NUMBER:x0000233-6	06/30/2017	145	\$4,410.49	06/29/2020 10:31:05	Payment Voucher - ALCOHOL/ALCOHOL MANUFACTURER	Contact Department	Robert Achorn
PORTAL BUSINESS	DOR FILE NUMBER:x0000233-6	09/30/2017	FR0000000142	\$0.00	08/19/2020 14:24:41	Gross Receipts for Business and Services - ORIGINAL RETURN	Posted	Robert Achorn
PORTAL BUSINESS	DOR FILE NUMBER:x0000233-6	07/31/2019	FR0000000136	\$0.00	08/12/2020 11:35:28	Gross Receipts for Business and Services - ORIGINAL RETURN	Posted	Robert Achorn

Viewing Incomplete Documents

1 Navigate to the Saved Items page

After logging in to the Portal, from the “Transactions” header, select “Saved and Submitted Items” from the drop-down menu.



The screenshot shows the Delaware Taxpayer Portal interface. The 'TRANSACTIONS' dropdown menu is open, and 'SAVED AND SUBMITTED ITEMS' is highlighted with a red box. The main content area displays a table of transactions with the following data:

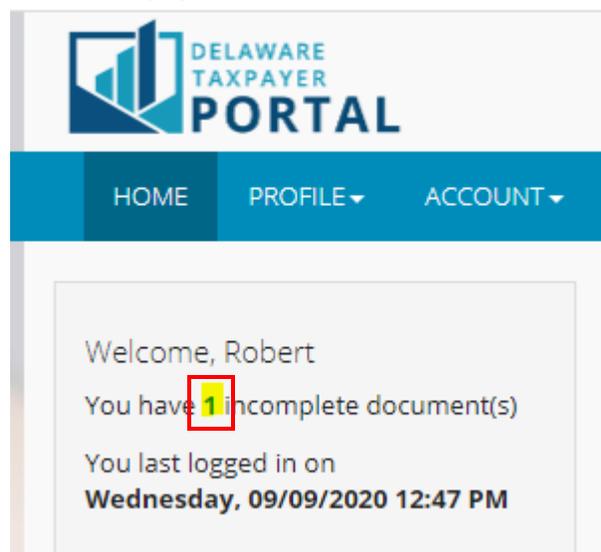
Account ID	Address	Last Activity Date	Current Balance	Last Period Filed
DOR FILE NUMBER:x0126689-2	123 WILMINGTON BLVD, WILMINGTON, DE 19801-2403 UNITED STATES	09/24/2020	\$1,993.98	02/28/2018
DOR FILE NUMBER:x0126689-2	123 WILMINGTON BLVD, WILMINGTON, DE 19801-2403 UNITED STATES	09/24/2020	\$0.00	
DOR FILE NUMBER:x0126689-2	123 WILMINGTON BLVD, WILMINGTON, DE 19801-2403 UNITED STATES	09/16/2020	\$0.00	
DOR FILE NUMBER:x0126689-2	123 WILMINGTON BLVD, WILMINGTON, DE 19801-2403 UNITED STATES	09/24/2020	\$0.00	
DOR FILE NUMBER:x0126689-2	123 WILMINGTON BLVD, WILMINGTON, DE 19801-2403 UNITED STATES	09/24/2020	\$0.00	

Showing 1 to 5 of 6 entries

Outstanding Debts

Account Type	Account ID	Period End Date	Balance	Status
GROSS RECEIPTS TAX/GENERAL SERVICES	DOR FILE NUMBER:x0126689-2	02/28/2018	\$461.68	ACTIVE

You may also navigate to this page by clicking on the “Incomplete Documents” section on the Registered User home page.



The screenshot shows the Delaware Taxpayer Portal home page. The navigation bar includes 'HOME', 'PROFILE', and 'ACCOUNT'. The main content area displays a welcome message for Robert and a notification: 'You have 1 incomplete document(s)'. The number '1' is highlighted with a red box.

2 View incomplete documents in the “Incomplete Documents” table

To view and complete any document that has been started but not yet submitted, refer to the “Incomplete Documents” section on the Saved Items page. Select the “Reference Number” to open the document and complete it.

Items are not considered submitted to the Division of Revenue until they appear under your Transaction History. This requires completion through the confirmation/signature screens. Please monitor your Incomplete Documents to ensure items you expect to be complete are under Transaction History.

Incomplete Documents							
Form Type	Taxpayer Name	Identifier	Period End Date	Reference Number	Last Activity Date	Submitter Name	
LOCATION REGISTRATION	PORTAL BUSINESS	DOR FILE NUMBER:x000090-6		FR0000000044	02/19/2020	Robert Achorn	
Alcohol Manufacturer Return - Original Return	PORTAL BUSINESS	DOR FILE NUMBER:x0000233-6	11/30/2017	FR0000000130	06/04/2020	Robert Achorn	
Gross Receipts for Business and Services - Amended Return	PORTAL BUSINESS	DOR FILE NUMBER:x0000233-6	07/31/2019	FR0000000176	07/22/2020	Robert Achorn	

Showing 1 to 3 of 3 entries

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Transaction History										
Form Type	Taxpayer Name	Identifier	Period End Date	Confirmation Number	Payment Amount	Date Submitted	Status	Submitter Name	Financial Institution Confirmation Number	
Payment Voucher - ALCOHOL/ALCOHOL MANUFACTURER	PORTAL BUSINESS	DOR FILE NUMBER:x0000233-6	06/30/2017	145	\$4,410.49	06/29/2020 10:31:05	Contact Department	Robert Achorn		
Alcohol Manufacturer Return - ORIGINAL RETURN	PORTAL BUSINESS	DOR FILE NUMBER:x0000233-6	05/31/2017	FR0000000086	\$0.00	05/12/2020 15:10:13	Error	Robert Achorn		